

**MINUTES OF THE GILBERT TOWN COUNCIL IN SPECIAL MEETING, AUGUST 24 AND 25, 2012, 50 EAST CIVIC CENTER DRIVE, GILBERT, ARIZONA**

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**COUNCIL PRESENT:** Mayor Lewis, Vice Mayor Sentz, Councilmembers Cook, Cooper, Daniels, Petersen and Ray

**COUNCIL ABSENT:** None

A lunch for the Mayor, Council and Department Directors will precede the public meeting beginning at 11:30 a.m.

**CALL TO ORDER OF SPECIAL MEETING**

Mayor Lewis called the meeting to order at 12:15 p.m. on Friday, August 24, 2012.

**1. COUNCIL ADMINISTRATION** - overview of Council Retreat agenda.

Mayor Lewis provided a brief overview of the Annual Planning Meeting agenda and discussed the focus of the retreat.

**2. STRATEGIC INITIATIVES AND LONG-RANGE PLANNING** - presentation and discussion on:

- a) Mission and Vision;
- b) Lines of service;
- c) High-performing organization initiative; and
- d) Strategic Initiative goals and status reports.

Mayor Lewis made a brief presentation on Gilbert now and at build out. He reviewed statistics that showed the current state and that anticipated state at build out on population, buildings, parks, businesses, jobs, and arterial roads. Mayor Lewis reviewed the Strategic Initiatives which included a new sixth Strategic Initiative, High Performing Government.

Manager Banger discussed preparing for building a high performing government. He said that Gilbert has a total of 206 lines of service which includes 121 internal lines of service, 59 external lines of service, and 26 internal and external lines of service. Gilbert is anticipated to grow from approximately 1,200 employees to 1,800 employees and 71% of the budget is currently related to personnel. Manager Banger discussed the Four Disciplines of Execution and Kaizen event that was held in Development Services. He presented the mission and vision for the organization and reported the values will be completed by the end of September. There will be an effort to develop and place posters throughout all facilities so all employees are aware of the mission, vision, and values. Manager Banger said that the mission, vision, and values should be included in the hiring process and serve as a basis for hiring new employees.

Facilitator Landsburg briefly discussed the Four Disciplines of Execution and how failures are due to poor execution. Staff presented and discussed the status of the wildly important goals (WIGs) on Friday and/or Saturday. The following table summarizes the WIGs for 2012 and the status of each WIG:

GOAL	STRATEGIC LINK	STATUS
Complete Parks & Recreation Master Plan by May 2013.	Community Livability	On track
Complete a data and goals-based staffing study no later than April 1, 2012, which will replace the current officer per resident ratio staffing model.	Community Livability	Complete
Increase recycling diversion from 17%(by weight) to 30% by FY 2016: 22% by 2013; 25% by 2014; 27% by 2015; 30% by 2016.	Community Livability	On track
Enhance Gilbert's ability to communicate with residents by increasing the number of registered neighborhoods from 174, representing 64,582 households, to approximately 200 registered neighborhoods by December 31, 2012.	Community Livability	On track
Utilize technology to reduce staff time retrieving property files by 90% by January 31, 2013.	Technology Leader	On track
Utilize the new case management system to decrease victim notification time from 21 days to 10 days by June 1, 2012.	Technology Leader	Complete
Increase staff satisfaction with new case management system from 60% to 85% by January 2013.	Technology Leader	On track
From paper to electronic web licensing applications, web licensing renewals, and electronic plan review by June 30, 2012.	Technology Leader	Complete
Develop Infrastructure Replacement Plans to predict long term financial impact by: Water -30 Sep 2012 Streets (pavement) -1 Jul 2012 (conversion to Lucity) Streets (signs) -30 Jun 2013 Streets (street lights) -1 Nov 2012 (SRP portion) Streets (traffic signals) - 1 Nov 2012 Wastewater -1 Nov 2012 Reclaimed Water -1 Nov 2012 Storm Water -31 Dec 2012 (may change based on field verification)	Proactive Infrastructure	On track
Reduce structural deficit by 50% by June 30, 2012.	Balanced Financial Plan	Complete
Complete a five-year operational plan by February 29, 2012.	Economic Development	Complete
Reduce Out of Service Time (OST) by 10% by June 30, 2012.	Community Livability	Complete
Complete 30 process improvements by June 30, 2012.	Technology Leader	Complete
Improve internal and external support of Gilbert's Budget Process by June 30, 2012.	Balanced Financial Plan	Complete
Implement a compensation program, as defined by the Compensation Philosophy, beginning July 2013.	Balanced Financial Plan	On track
Revisit, redefine, and recommit to updated Mission, Vision and Values by October 30, 2012.	High Performing Government	On track
Develop a comprehensive finance policies and procedures manual and make it available on the internal Intranet by August 31, 2012.	High Performing Government	On Track

Revise Purchasing Code by August 2012, update Purchasing manual by September 2012; train departments beginning in October 2012.

High Performing  
Government

On track

The Fire Department showed a video that described their experience implementing WIGS in the Fire Department.

The following table summarizes the WIGS for 2013:

**GOAL**

**STRATEGIC LINK**

Increase Emergency Response Preparedness from 60% to 100% by 12/1/12.	Community Livability
Reduce preventable accidents and injuries in Environmental Services to zero by 12/1/12.	High Performing Government
Street Lights: Decrease turnaround time for street light knockdowns from 15 days to 12 days by 12/1/12.	Proactive Infrastructure
Traffic Signals: Increase PM completions from 75% to 100% every 2 months by 12/1/12.	Proactive Infrastructure
Street Sweeping: Decrease Dust Complaints by 50% By 12/1/12.	Proactive Infrastructure
Streets Preventative Maintenance: Verify the accuracy of 30% of the data in the PM System, which is used for financial modeling, by 12/1/12.	Proactive Infrastructure
Crack Sealing: Increase PM compliance by completing the Crack Sealing of 5 subdivisions on the Fog Seal list by 12/1/12.	Proactive Infrastructure
Fog Seal: Increase PM compliance by increasing the gallons of fog seal sprayed from 128,220 to 153,864 (20%) by 12/1/12.	Proactive Infrastructure
Asphalt: Increase PM compliance by increasing the tons of asphalt applied from an average of 38 tons to an average of 46 tons per month (17%) by 12/1/12.	Proactive Infrastructure
Hazard Response: Increase # of graffiti reports covered within 48 hours from 80 to 100% by 12/1/12.	Proactive Infrastructure
Right Away: Increase storm structure inspections and cleanings from 1900 - 2800 (48%) by 12/1/12.	Proactive Infrastructure
Landscape Maintenance: Complete 100% of the irrigation system maps in zones B, C, and D by 12/1/12.	Proactive Infrastructure
Signs: Increase completion of the FHWA sign mandate from 80% to 100% in the Power Ranch sub-division by transitioning 1500 signs from Vinyl to High Intensity Sheeting by 12/1/12.	Proactive Infrastructure
Water Treatment Plants: Increase the completion of the collection, review, and verification of equipment data for the Lucy system from 0% to 100% by 12/1/12.	Technology Leader
Distribution South: Complete 50 Fire Hydrant PM's per month beginning July 2012.	Proactive Infrastructure
Distribution North: Complete the exercising of 1000 strategic valves (50%) by 12/1/12.	Proactive Infrastructure
Utility Locates: Reduce printing of work order tickets from 92% to Zero by 12/1/12.	Technology Leader
Meters: Increase use of electronic work orders from zero to 100% by 12/1/12.	Technology Leader
Water Quality: Increase Emergency Response Preparedness from 70% to 100% by 12/1/12.	Community Livability
Convert 100% of appropriate paper records to electronic format for the Accounts Payable and General Ledger Software Modules by 12/1/12.	Technology Leader
Reduce electronic document storage, that is on finpub, by 50% by 12/1/12.	High Performing Government

Increase the # of Residential Rental Properties Licensed from 500 in FY 12 to 625 in FY 13.	Balanced Financial Plan
Increase # of accounts on auto-pay from 12860 to 15000 by 10/4/12.	Technology Leader
Increase the number of files available electronically from 1450 to 4000 by 12/1/12.	Technology Leader
Become an Accredited Economic Development Organization (AEDO) as identified by the International Economic Development Council (IEDC) by March 13, 2013.	Economic Development
Reduce preventable motor vehicle accidents from an average of 1.3 per month to Zero.	High Performing Government
Complete Digital Roadmap by August 1, 2012 (completed).	High Performing Government

**3. ECONOMIC DEVELOPMENT** - presentation and discussion on land use at the following properties:

- a) Heritage District;
- b) Nationwide Realty;
- c) Rockefeller;
- d) Morrison's; and
- e) Park Corporation.

Representatives from the Rockefeller Group provided an update on their projects, North Gateway and Gilbert Crossroads. There is currently a lot of activity in the Southeast Valley. There are currently 10 deals with over 100,000 square feet of space and none of the projects are big box distribution. There are lots with industrial land at Warner and Recker Roads and they are pushing companies to come to Gilbert and watching employee numbers and the number of jobs being created. The area has a well educated workforce and there are a lot of turnkey users. There is currently more activity at the North Gateway site and improvements are being made to Recker Road. A brief discussion followed on spec space and whether they will look at building spec space. Representatives from the Rockefeller Group advised that they are looking seriously at building and convincing others it is the right time to build. It is an education process as many builders stopped building due to the economy and they are trying to get companies to invest.

Representatives from Nationwide Realty Investments discussed their project at the northeast corner of the 202 Freeway and Gilbert Road. Nationwide is an insurance company that also has a development arm. They explained their plan to build over three million square feet of office space and 500,000 square feet of specialty retail and a hotel. The intent is to build a one stop shop. They will build and secure the building and do not sell the property. A conceptual plan of the site and buildings was reviewed which included a fitness center, day care, two-story office produce, and a four-story building. The intent is to move forward on development as quickly as possible. The project, Rivulon, is located at a full diamond interchange at the 202 Freeway and Gilbert Road and 230 acres.

Park Corporation representatives discussed their development, Val Vista Square. They are currently concluding the pre-development phase and going through strategy sessions. The area is

a window to the community. The company has a focus in specialty site selection and land development. The marketing strategy focuses on a mixed use development that creates synergy with multiple types of uses. The development will bring high quality and high skilled jobs to Gilbert. They have already established a partnership with Gilbert and complimented the Planning and Economic Development staff. They said the timing is good and they are ready to move forward.

Scott Morrison reviewed the Morrison Ranch project and noted the master plan was developed in 1998. He discussed the Farm Bureau site and said a second similar building is planned. He reviewed a series of slides and discussed planned uses. There is a second area that will mirror the look of the Farm Bureau are and have a similar visual look. Mr. Morrison concluded that they want a green area in Morrison Ranch and will continue the theme.

Planning and Development Services Manager Mieras briefly discussed the Heritage District and said there is a lot going on. He commented on the walk-ability in the downtown area. Discussion followed on plans for Town owned property and whether there are plans to assemble additional parcels. Development Services Director Tilque said they would look at that and work with businesses to develop properties.

**4. ECONOMIC DEVELOPMENT** - presentation and discussion on Gilbert's policy with regard to commercial versus residential land use requests, predictive economic development measures, and policies Council can take to support the Five Year Economic Development Plan.

Planning and Development Services Manager Mieras presented information on acres of land by land use classification. He presented maps that showed the location and percentage of property in Gilbert by commercial, industrial, office, public, multi-family, and single-family. The current percentages are commercial 8.74%, industrial 3.44%, office 3.02%, public 10.01%, multi-family 2.62%, single-family 55.93%, and right-of-way 16.23%. Residential property accounts for 58.55% of Gilbert's land and commercial, office and industrial accounts for 15.2%. Planning and Development Services Manager Mieras reviewed policies contained within the General Plan that address land use and growth areas and economic development. Discussion followed on small or unique changes, how certain land uses must do something above and beyond to get multi-family, and that each area must be looked at on a case-by-case basis. The general consensus was that staff should generally follow the General Plan but be open to changes and keep the job corridor areas. Discussion continued on multi-family and whether the multi-family is in the right place. There is a need to look at the impact of multi-family on police, fire, and schools. Dialogue followed on shops with lofts where people can work and play and a desire to see where this type of product has been successful.

Economic Development Director Henderson reviewed 2012 Economic Development activity and productivity measures which showed Economic Development is ahead of target in all areas. The measures showed numbers year-to-date as follows: Lead Generation 171, Project Locates/Expansion 27, Jobs 1,471, High Wage 526, Square Feet 704,993, Capital Investment

\$150,751,267, Payroll/Average Salary \$81,212,900/\$55,209, and Retention Visits 30. Economic Development Director Henderson presented a list of projects. Dialogue followed on Council's desire to know the names of the business and why actual names are not used. Economic Development Director Henderson discussed predictive measures that included the Arizona and US Economy, Certified Shovel Ready Sites, and funding Economic Development at or above the level it is today. He presented three policy level recommendations for Council to consider that included: (1) Economic Development Reserve - Work with Council to adopt the necessary requirements and appropriate ROI standards to assist ED as it focuses on attracting and retaining science and technology firms; (2) Gilbert Owned Land - Work with Council to address the programming of Gilbert owned lands (i.e., Heritage District) for economic development; and (3) Business Incubation - Identify Gilbert's role in encouraging entrepreneurial companies through an array of business resources, co-working and acceleration as part of Gilbert's 5 year economic development strategic plan. Council will have future discussion on the policy level recommendations.

**5. SUSTAINABILITY** - presentation and discussion on long-term revenue forecasting and infrastructure costs.

This agenda item was deferred to a future Study Session.

**RECESS THE SPECIAL MEETING**

A MOTION was made by Vice Mayor Sentz, seconded by Councilmember Petersen, to recess the meeting. *Motion carried 7-0.*

Mayor Lewis recessed the meeting at 5:57 p.m.

**RECONVENE SPECIAL MEETING**

Mayor Lewis reconvened the meeting on Saturday, August 25, 2012 at 8:05 a.m.

**1. FINANCIAL** - presentation and discussion on:

- a) FY2012-13 "one time" expenditures for the General Fund;
- b) Service line review, including future cost recovery modeling; and
- c) Special events new format, fees, processes and sponsorships and possible discussion on proposed amendments to the Code of Gilbert, Arizona, by amending Chapter 46 Parks and Recreation related to regulating activities in parks, recreational facilities and riparian preserves and Chapter 15 related to regulating special events in the Town.

**STOPPED REVIEW HERE**

Budget Manager Irvine briefly discussed the FY2012-13 "one time" expenditures for the General Fund. She explained that a new position has one-time expenditures for equipment such as a chair and computer. One-time revenues are also tracked and the current plan is sustainable. This will

be reevaluated once the Class and Comp Study is completed. A brief discussion followed on the desire to break out one-time expenditures and revenues. Budget Manager Irvine explained they are broken out but certain information on sales tax is not public record.

Assistant to the Manager Dailey presented information on the planned service line operational review. She explained the initial request was to review and discuss cost recovery at Freestone Recreation Center but it has been determined there should be a review of all service lines. During the reviews several questions will be answered that include what are we providing, is there a government purpose or strategic need, is there completion with the private section, and what is cost recovery. Assistant to the Manager Dailey said there are opportunities for improvement. The process will include data collection and analysis by staff, additional review by two to three Councilmembers assigned by the Manager and additional staff, and presentation and discussion with the full Council. The process will get started next week and begin with Parks and Recreation. After the first committee gets moving forward there will be an idea of the scope and how long it will take to complete the process.

Interim Parks and Recreation Director Dykstra reviewed the new special event approval process that will be used for all special events, including Town ran events. She presented information on proposed fees for a block party and special events. There was discussion on the definition of a block party and there was concern that establishing a fee may cause people not to notify the Town. Council requested clarification on the fees and how they were determined. Interim Parks and Recreation Director Dykstra briefly discussed the fees and said some were based on market research and others were based on what other communities charge. The rental fees were based on what surround communities charge so Gilbert is competitive. She said there is no established cost recover policy in this area. Interim Parks and Recreation Director Dykstra reviewed different sites and proposed fees for each site. Discussion followed on how some of the fees are subjective and there is a need for the public to understand whether something is a special event. Interim Parks and Recreation Director Dykstra pointed out that the handbook would be available and has information on events. She reviewed miscellaneous fees for open lots, event setup/take down, vehicle accessibility, overflow parking fees, event banner permits, and code inspection fees. Interim Parks and Recreation Director Dykstra discussed the new event park banner permit and how they want to help people make their events successful.

Interim Parks and Recreation Director Dykstra presented information on signature town events, committee/commission produced events, and promoter produced special events. There was discussion on what the Town wants to offer and Town liability. She concluded that they will bring the proposed fees to Council on September 6. There was a request that additional information be provide so Council can understand how fees were developed.

**2. REGULATION - presentation and discussion on:**

- a) Potential updates to the Code of Gilbert;

- b) Impact of anonymous Code violation complaints through the use of applications such as MyGilbert app, email, voicemail, or other electronic means; and
- c) Creation of a Regulatory Reduction Citizens Committee to discuss possible creation of a Regulatory Reduction Commission.

Attorney Goodwin advised that the last comprehensive update to the Code of Gilbert was completed in the mid-1990's but updates to specific sections have been completed as needed. She reviewed sections of the Code that were identified for update by her office and staff. Sections 62-146 and 147 related to motorized play vehicles was identified as a section that needed review. Council gave general direction that Attorney Goodwin begin working on the amendments.

Development Services Director Tilque presented information on Code Compliance complaints in 2012 and reported a total of 727 complaints were received and 49% of the complaints were anonymous. Many cities accept anonymous complaints but Mesa and Glendale do not accept anonymous complaints. Discussion followed on redaction of personally identifiable information from complaints prior to release. Police Chief Dorn expressed concern that if code complaints cannot be anonymous that individuals may think police matters cannot be anonymous. He explained that when an officer files a complaint they must establish cause and the anonymous complaints are important. Town Prosecutor Arouh concurred that the anonymous complaints are important and said sometimes they are able to suppress evidence and complainant names. She said cases are stronger with the other person's name. There was a brief discussion that there is no accountability with anonymous complaints and concern that it may be a way neighbors complain about one another. Staff advised that if there are neighbor issues the parties can be referred to SolveIt for mediation.

Intergovernmental Relations Manager Hubbard provided an overview on trends in regulatory reform including recent attempts to pass regulatory legislation. She discussed Gilbert's open to business philosophy and recent efforts by the East Valley Chambers of Commerce to form a collaborative partnership. Discussion followed that both residents and businesses need to be involved. Intergovernmental Relations Manager Hubbard said the effort was initiated by Gilbert and is moving forward and this is a way to promote the East Valley. Similar efforts are underway by the Phoenix Chamber. Concern was expressed that the Small Business Alliance should also be included. Discussion continued that there may be a need for two committees, one to look at individual problems in the Code of Gilbert and a second to look at the entire Code. Intergovernmental Relations Manager Hubbard said she would make sure to work with the Small Business Alliance. She is very interested in getting something out of the effort and is cautiously optimistic there will be positive change. Discussion followed that business friendly has never been defined and that creating a new commission may just create a bureaucracy to deal with a bureaucracy. A suggestion was made to use strike teams to deal with specific issues rather than a commission. Continuing to look for efficiencies and additional Kaizen events were suggested and supported by Council. Discussion continued on possible options for a commission and whether a commission was needed.



Kathy Tilque, Gilbert Chamber of Commerce, addressed Council and asked about the scope of a Commission. She said the business community wants staff pushing paper to get things out and she feels that citizens and businesses are being heard. Ms. Tilque said she supports the use of a task force when an issue is identified. She advised that the Chambers of Commerce made a commitment to get together and open dialogue in the East Valley to find the best practices and be more business friendly. Ms. Tilque said she is not sure it is the Town's responsibility to decide who is involved in the group. Ms. Tilque said she does not see a need for a commission at this time.

Down Rigler, Small Business Alliance, said there has been a lot of talk about getting business permits standardized throughout the valley. He sees a lot of good things and where there is opportunity for improvement. Mr. Rigler said as a business owner he understands that education and communication is huge. He is in favor of a strike force for a narrowly focused task. There are a lot of variables in processes and they want processes to be fast. There is a huge difference between municipalities related to fees and permits.

The general consensus was that a commission not be formed at this time.

**3. COUNCIL ADMINISTRATION** - presentation and discussion on building strategic partnerships with schools, communities or businesses, and assessing priorities for building relationships in the coming year.

Intergovernmental Relations Manager Hubbard discussed a variety of different partners the Town interacts with.

The following partners were identified for meetings in 2013:

- East Valley Cities/Towns;
- Gilbert Public Schools;
- Higley Unified School District;
- ASU Polytechnic;
- Chandler Gilbert Community College;
- Planning Commission;
- Design Review Board;
- Polar Ice;
- Big League Dreams;
- Legislators (breakfast); and
- Neighboring Indian Tribes (lunch with 3 Councilmembers);

There was also discussion about meeting with Homeowner's Associations (HOAs) and holding informal Town Hall meetings with a few Councilmembers. Intergovernmental Relations Manager Hubbard concluded by stressing the importance of partnerships and building relationships.

**4. BUSINESS DEVELOPMENT** - presentation and discussion on current and future efforts in Development Services and in Economic Development to make Gilbert more business friendly, future technology improvements, and self-certification and self-permitting in Development Services.

Development Services Director Tilque discussed improvements made in Development Services to be more business friendly and utilize technology. During FY2011-12 the improvements included ePlan review, on-line business licenses and acceptance of credit cards for business licenses, moving sign permits to the Planning Division, reduced sign regulations, amended design review procedures, reducing regulation on temporary uses and special events, eliminating requirements for residential lath inspections, and implementing electronic packets for the Planning Commission. Planned improvements for FY2012-13 include beginning to accept credit cards for permits, increasing the number of documents available electronically, ePlan review video, Land Development Code graphics, and residential subdivision engineering permits.

Plan Review and Inspection Manager Taylor presented an overview of what other jurisdictions offer related to permit by inspection, self-certification, and annual facilities permits. Permit by inspection is generally limited to small tenant improvements where the customer submits two sets of plans that are reviewed to verify the project meets requirements. An inspector is assigned to review the plans and meets with the contractor at the site with the plans approved and permit issued within five days of submittal.

Plan Review and Inspection Manager Taylor reviewed the self-certification models for Phoenix, Pima County, and Sahuarita. He said that self-certification is business friendly and he met with the development community and took pieces from the models and customized it to what Gilbert customers need. The goal is to get permits out as fast as possible. There was discussion on the Phoenix model and that current Gilbert staffing does not allow that model to be fully implemented. Council provided positive feedback on the upcoming changes.

Plan Review and Inspection Manager Taylor discussed Gilbert's best practices that include a new position, Plan Review & Inspection Specialist that will focus on helping business and homeowners through the process from application through final inspection for small tenant improvements and residential projects. Permits will be issued over the counter. The new position will be part-time in the office and part-time in the field. This will allow questions to be asked initially and setting up appointments for inspections later. Plan Review and Inspection Manager Taylor discussed self-certification for tenant improvements and a change in the certificate of occupancy process that would result in issuance of new certificates of occupancy only if there is a classification change. Plan Review and Inspection Manager Taylor discussed at-risk plan review that would allow construction documents to be submitted after going through study session and before Design Review Board approval which will result in a potential savings of at least 30 days. Another opportunity is to use an annual facilities permit to simplify the permitting and inspection process for certain types of facilities. This type of permit would not include

construction that would increase the floor area of a facility. He concluded by reviewing a timeline that showed when the different improvements will be implemented.

Interim Information Technology Director Kramer discussed technology efforts to make Gilbert more business-friendly. He discussed the approach that is being used to work with the different business units in Development Services to identify opportunities. Specific areas of focus include business processes, customer relationships, electronic plan review, online services, and mobile opportunities. Meetings are being held two times each week and at this time a timeline for completion is not known. During the first quarter of next year it is anticipated a status report and potential options will be available. Interim Information Technology Director Kramer said there are a lot of opportunities to grow technology and they will be doing a GAP analysis with the Development Services.

Economic Development Director Henderson discussed economic development efforts in FY2011-12 that included public involvement and partnerships. He discussed a variety of partnerships that included work groups, Partners in Progress, Business Express, Local First Arizona and Shop Gilbert MapIt. In FY2012-13 there will be continued public involvement, capacity development through a Gilbert Certified Shovel-Ready program, expansion of available data and intelligence through Gilbertedi.com, and CRM, a web based solution for tracking opportunities.

5. *There was no Item 5.*

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6. **BOARDS AND COMMISSIONS** - presentation and discussion on:

- a) Diversity, art and human relations, including community efforts and outstanding needs;
- b) Discussion on need for boards and commissions; and
- c) Representation by Councilmembers on regional boards and agencies.

Interim Parks and Recreation Director Dykstra discussed the desire to break the Human Relations, Culture, and Arts Promotion Commission into two Commissions as they had been previously. The Commission currently operates as a Commission that meets monthly with two subcommittees that meet monthly for a total of three meetings. Meetings will actually be reduced if the Commission splits into two as there will be one less meeting each month. Tourism will be added to the arts group. Council concurred with the change and staff will prepare the appropriate ordinances and bring them to Council for review and possible action.

Councilmember Petersen gave a brief update on the Arizona Municipal Water User Association (AMWA) and some changes being proposed for efficiency.

The Council discussed representation on regional boards and agencies and Council Liaison Assignments were reviewed as part of this item. Direction was given to reformat the document and a change a few assignments. The Council asked that Clerk Templeton verify with

Councilmembers who wants to service on which assignment towards the end of the calendar year.

The following reflects the revised Council Liaison Assignments and newly formatted list:

<b>ADVISORY COUNCIL LIAISON ASSIGNMENTS</b>	<b>Council Liaison</b>	<b>Staff Liaison</b>
Design Review and Construction Appeals Board	Petersen	Mieras, Cadavid*
Environmental and Energy Conservation Advisory Board	Sentz	Andersen
Gilbert Education Cable Access Gov. Board	Cook	Templeton
Human Relations, Culture & Arts Promotion Commission	Cook	Fierro
Parks, Recreation and Library Services Advisory Board	Ray	Giles
Planning Commission & Board of Adjustment	Sentz	Mieras, Edwards*
Redevelopment Commission	Cooper	Edwards
Congress of Neighborhoods Committee	Petersen	Stafford
Gilbert CAN	Daniels	Stafford
Veteran's Day Committee	Sentz	NA
Gilbert Public Facilities Municipal Property Corp	Petersen	Irvine
Gilbert Water Resources Municipal Property Corporation	Cook	Irvine
Industrial Development Authority	Ray	Henderson
Mayor's Youth Advisory Committee	Daniels	Hood
<b>VOTING COUNCIL ASSIGNMENTS</b>	<b>Council Liaison</b>	<b>Staff Liaison</b>
Arizona Municipal Water User Association (responsibility of Mayor)	Petersen	Johanson
GPEC Health Care Leadership Committee	Lewis	Henderson
Greater Phoenix Economic Council (responsibility of Mayor)	Lewis	Henderson
MAG Human Services Coordination Committee	Ray	Hubbard
MAG Regional Aviation System Plan Policy Committee	Cook	Hubbard
MAG Regional Council (responsibility of Mayor)	Lewis	Hubbard
MAG Transportation Policy Committee (responsibility of Mayor)	Cooper, Lewis*	Hubbard
Maricopa County Community Services Committee	Cook	Fierro
Phx-Mesa Gateway Airport Authority (responsibility of Mayor)	Lewis, Sentz*	Banger
Regional Public Transit Authority	Daniels	Hubbard
Town of Gilbert Health Insurance Trust	Daniels	Marshall
Town of Gilbert Utility Board	Sentz	Frost
<b>AMBASSADOR</b>	<b>Council Liaison</b>	<b>Staff Liaison</b>
Chandler School Board	Cook	NA
For Our City	Petersen	Fierro/Stafford
Gilbert Chamber of Commerce	Sentz	Banger
Gilbert School Board Liaison	Ray	NA
Gilbert Small Business Alliance	Ray	Banger
Higley School Board	Daniels	NA
Roosevelt Water Conservation District	Daniels	Skocypec
Sister Cities	Sentz	Tilque
The Leadership Centre	Petersen	Stafford

<b>COUNCIL SUBCOMMITTEES (meet, as needed)</b>	<b>SUBCOMMITTEE</b>
Council Subcommittee on Boards and Commission Application Screening, Interview, and Selection	All
Council Subcommittee on Boards and Commissions	Cooper, Ray, Petersen
Council Subcommittee on Non Profit Community Support	Petersen (Chair), Lewis, Ray
Council Subcommittee on Performance Reviews	Cook (Chair), Cooper, Sentz
Council Subcommittee on Legal Services	Sentz (Chair), Cook, Ray

\*2<sup>nd</sup> Name – Backup

**7. COUNCIL ADMINISTRATION** - presentation and discussion on calendars for Budget, Council, Parks Master Plan and Classification and Compensation Study.

Budget Manager Irvine discussed the Budget calendar and explained that the plan is for the budget calendar to be seamless and it will include the operating, capital, debt service, and capital projects budget. A kick off for the FY2014 budget is anticipated to occur in two or three weeks. The plan is to come back to Council in a similar timeframe as last year and there have been requests that additional information be provided to Council sooner to allow feedback.

Mayor Lewis briefly reviewed the proposed Council calendar for September-December 2012 and 2013. He noted several changes proposed for October and November 2012 and the Council was agreeable to the changes. There was a brief discussion on Joint Meetings and there will be joint meeting in 2013 with East Valley cities and Towns, the Planning Commission, Redevelopment Commission, Gilbert Public Schools, and Higley Unified School District. Clerk Templeton advised the calendar changes for 2012 would be brought to Council for approval on September 6 and the 2013 calendar would be brought forward in late September or early October. Council was asked to advise Clerk Templeton of any changes or additions to the 2013 calendar.

Interim Parks and Recreation Director Dykstra reviewed the calendar for the Parks Master Plan.

Human Resources Director Bosley reviewed the calendar for the Classification and Compensation Study and said it would be completed and presented to Council in December. A brief discussion followed on changes and she advised it is at the Council's discretion if they want to make adjustments prior to July 2013.

**8. COUNCIL ADMINISTRATION** - review of Council Retreat results and assignments.

Facilitator Landspurg reviewed the assignments from the retreat which consisted of the following:

What?	Who?
Indicate when goals are updated	Julie Landspurg/staff
Messaging and marketing of services provided by Development Services?	

Town Special Events – what are they?	Susan Goodwin
Add to Municipal Code review Section 62 Motorized Play Vehicles	Susan Goodwin
Non-profit vs. commercial fee categories;	
Signature events budget support	
Efficiencies realized = tangible savings –What are they?	
Pie Chart of the Categories of businesses	Economic Development
Technology Roadmap; field mobilization focus	
Number of special events held in the Town	Melanie Dykstra
Council Liaison Assignment Updates	Cathy Templeton
Examples of permits as samples on the web	Harry Taylor, Greg Tilque

**9. COUNCIL ADMINISTRATION** - discussion on future Council Study Session topics, including:

- a) Possible bed tax elimination and implementation of a sales tax holiday;
- b) Mass transit in Gilbert;
- c) Elimination of fluoridation; and
- d) Non-profit needs assessments and resource analyses; the Gilbert Foundation.

There was a discussion to have a future Study Session agenda item to discuss elimination of the bed tax and implementation of a sales tax holiday. Attorney Goodwin advised that she spoke with the League of Arizona Cities and Towns and there is no statutory authority that would allow for a sales tax holiday. There was dialogue that since it would take a change in state law to have a sales tax holiday it might be an item to discuss with Gilbert area legislators.

Mass transit was discussed and there needs to be a one year, three year, and five year plan. It was noted that transit is a regional issue. The item was suggested for a Study Session in the next 12 months.

Attorney Goodwin said Council voted to approve the installation of fluoridation equipment which she interprets to mean the water would be fluoridated since that is the purpose of the fluoridation equipment. Referendum petitions were submitted against the Council action to install fluoridate equipment and voters upheld the decision in November 2000. Discussion followed on whether the Council could decide to stop fluoridating the water. Attorney Goodwin explained that the Council is restricted from stopping fluoridation since it was approved by the voters. In answer to a questions, she said the Council cannot refer the issue to the voters because they are only able to refer items where the State gives them authority. A suggestion was made to put a notice on the utility bills related to fluoride. Attorney Goodwin advised if the electors do not want fluoride they would need to go through the initiative process which requires the signatures of 15% of the registered voters from the last municipal election.

The following items were identified as additional future Council Study Session or Council meeting topics:

- High-Accident Zones/Intersections (action plan – education? mitigation?);
- Fire Hydrant Maintenance Mapping;
- Comprehensive Redevelopment Plan (long term, involves inventory under Town);
- Non-profits;
- Mass Transit Needs (Regional);
- Bed tax;
- Council feedback to HRCAP report before their retreat;
- How to represent Gilbert on Regional Boards (voting);
- Municipal Code 2-61 settlement authority for TPT disputes appeals;
- Municipal Code requirements to allow chickens;
- Long term revenue forecast and infrastructure costs;
- Signature special events out of the General Fund;
- Powers and duties for Human Relations Commission and Arts before Ordinance;
- Heritage District Master Plan; and
- Economic Development Policy Level recommendations.

Two cards were also submitted that suggested the following:

Study Session = What is the Collective philosophy of the Council? What feedback is needed?

Council Meeting = What is the policy questions?

#### **RECESS SPECIAL MEETING AND RECONVENE IN EXECUTIVE SESSION**

A MOTION was made by Vice Mayor Sentz, seconded by Councilmember Petersen, to recess the Special Meeting pursuant to A.R.S. §38-431.03, A-1 to conduct employment evaluation and discuss assignments of the Town Manager. *Motion carried 7-0.*

Mayor Lewis recessed the meeting at 2:34 p.m.

#### **ADJOURN EXECUTIVE SESSION AND CONVENE SPECIAL MEETING**

Mayor Lewis reconvened the meeting at 3:00 p.m.

A MOTION was made by Councilmember Ray, seconded by Councilmember Daniels, to adjourn the meeting. *Motion carried 7-0.*

The meeting adjourned at 3:00 p.m.

**ATTEST:**

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John W. Lewis, Mayor

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Catherine A. Templeton, CMC, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the Town Council of the Town of Gilbert held on the 24<sup>th</sup> and 25<sup>th</sup> day of August 2012. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 20<sup>th</sup> day of September 2012.

\_\_\_\_\_  
Catherine A. Templeton, CMC, Town Clerk



**MINUTES OF THE GILBERT TOWN COUNCIL IN SPECIAL MEETING,  
SEPTEMBER 4, 2012 AT 5:30 P.M., 50 EAST CIVIC CENTER DRIVE, GILBERT,  
ARIZONA**

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**COUNCIL PRESENT:** Mayor Lewis, Vice Mayor Sentz, Councilmembers Cook, Cooper, Daniels, Petersen (phone) and Ray

**COUNCIL ABSENT:** None

**STAFF PRESENT:** Manager Banger, Attorneys Goodwin and Schwab

**CALL TO ORDER OF SPECIAL MEETING**

Mayor Lewis called the meeting to order at 5:33 p.m.

**RECESS SPECIAL MEETING AND RECONVENE IN EXECUTIVE SESSION**

A MOTION was made by Vice Mayor Sentz, seconded by Councilmember Cooper, to recess the Special Meeting to reconvene in executive session pursuant to A.R.S. Sections 38-431.03(A)(3) and (4) for discussion or consultation for legal advice with the Town Attorneys regarding a contract with Gilbert Big League Dreams and discussion or consultation with the Town Attorneys in order to consider its position and instruct its attorneys regarding Gilbert's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation relating to Gilbert Big League Dreams. *Motion carried 7-0.*

Mayor Lewis recessed the meeting at 6:40 p.m.

Mayor Lewis reconvened the Special Meeting at 6:40 p.m.

**ADJOURNMENT**

A MOTION was made by Councilmember Cooper, seconded by Vice Mayor Sentz, to adjourn. *Motion carried 7-0.*

Mayor Lewis adjourned the meeting at 6:40 pm.

**ATTEST:**

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John W. Lewis, Mayor

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Catherine A. Templeton, CMC, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the Town Council of the Town of Gilbert held on the 4th day of September 2012. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Catherine A. Templeton, CMC, Town Clerk

**MINUTES OF THE GILBERT TOWN COUNCIL IN SPECIAL MEETING FOR A STUDY SESSION, TUESDAY, SEPTEMBER 4, 2012 AT 4:00 P.M., 50 EAST CIVIC CENTER DRIVE, GILBERT, ARIZONA**

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**COUNCIL PRESENT:** Mayor Lewis, Vice Mayor Sentz, Councilmembers Cook, Cooper, Petersen, Ray and Sentz

**COUNCIL ABSENT:** None

**STAFF PRESENT:** Manager Banger, Deputy Manager Skocypec, Clerk Templeton, Attorney Goodwin

**CALL TO ORDER OF SPECIAL MEETING**

The meeting began at 4:05 p.m.

*Mayor Lewis made Council assignments for scouts, presentations, recognitions, and proclamations for the meeting.*

1. Review items scheduled for the Council Meeting of September 6, 2012 at which time items will be acted on or continued. *Agenda items are detailed on the Council Meeting Agenda for September 6, 2012.*

The following items for the September 6, 2012 meeting were reviewed and discussed:

9. **INTERGOVERNMENTAL AGREEMENT** – consider approval of Intergovernmental Task Force Agreement No. 2012-3001-0309 with the Drug Enforcement Administration related to anti-drug trafficking measures, and authorize the Mayor to execute the required documents.

Chief Dorn addressed Council. He said the benefit to Gilbert of this item is that it does not require additional personnel. The officer assigned to this Task Force will be working with the DEA and gaining experience. Another benefit is that Gilbert Police will have access to resources in the DEA to work on cases that Gilbert Police might not otherwise have the materials to investigate. There will be intelligence sharing between the two agencies. Chief Dorn advised that another benefit is that a portion of the assets seized by the DEA in cases related to Gilbert will be given to the Town. Chief Dorn provided information on the shift from methamphetamine to heroin production in the community, as well as prescription drugs. Vice Mayor Sentz stated he would like to see a presentation at a future Study Session by the Gilbert Police Department on trends in drug production, trafficking and interdiction at the state and local level.

10. **INTERGOVERNMENTAL AGREEMENT** – consider approval of Intergovernmental Agreement No. 2012-3001-0310 with Maricopa County Animal Control for animal control services from July 1, 2012 through June 30, 2016, and authorize the Mayor to execute the required documents.

Chief Dorn stated that certain fees apply to animal pickup. He stated that Gilbert once considered conducting its own pickup of animals but staff realized that even if the Town did this it would still be necessary to contract with Maricopa County for sheltering services. He advised that sheltering is the biggest expense. Councilmember Cook asked for data on the per-animal cost of these services. Chief Dorn advised he would try to get that information to Council by the September 6, 2012 Council Meeting.

**17. CHANGE ORDER – consider:**

- a) approval of Change Order No. 1 to Contract No. 2012-7003-0162 with DCS Contracting, Inc. increasing the contract amount by \$338,295.20 for the Higley and Baseline Intersection Project No. ST146; and
- b) authorize a budget transfer of \$338,295.20 from Capital Improvement Projects Contingency and the use of wastewater fund reserves, and authorize the Mayor to execute the required documents.

Councilmember Petersen suggested taking these funds from the Wastewater Economic Development Reserve Fund rather than Capital Improvement Projects Contingency, as the project is tied to economic development through the hospital. Budget Administrator Irvine noted that it is at Council's discretion from which fund the money is taken. There was general discussion on minimum fund balances for reserves in Gilbert's budget. Vice Mayor Sentz advised that there has always been a plan to improve this intersection. Discussion followed on how funds are set aside in reserve funds and how they are allocated.

**20. GRANT – consider authorizing application of Grants from the US Department of Transportation's Congestion Mitigation Air Quality Program for congestion mitigation and air quality improvements related to bicycle and pedestrian facilities, intelligent transportation systems and Particulate Matter-10 paving.**

Councilmember Cook asked if there were other communities more in need of this money or if this is something Gilbert could not fund itself. Traffic Engineer Guderian reviewed how these grant funds are given out by the U.S. Department of Transportation. He said staff has identified appropriate needs in the community. He said that certain Town projects can be sped up as a result of receiving this type of grant money and that local dollars can be used for other projects. Discussion followed on the requirement for small matching funds. Traffic Engineer Guderian stated that the matching funds would have to be set aside in the FY2015-16 budget. Discussion followed on the process by which funds will be distributed to other communities in the Phoenix Metro area.

**24. BONDS - consider adoption of a Resolution granting approval to the execution and**

delivery by the Industrial Development Authority of the Town of Gilbert, Arizona, of a lease and related documents in an aggregate amount of not to exceed \$50,000,000, to finance and refinance the costs of acquiring, constructing, improving and equipping health care facilities owned or operated by John C. Lincoln Health Network.

Councilmember Cook asked if there was any financial risk to the Town as a result of approval of items 24, 24 or 26. Economic Development Analyst Powell answered that there is no risk to the Town, either financial or legal. He stated that the Industrial Development Authority is a mechanism to allow certain parties to take advantage of tax exempt bonds. Councilmember Ray advised that the Town will make a small amount of money from the transaction and this will cover all costs and staff time. He reiterated that there is no legal or financial risk to the Town.

**33. PROPERTY ACQUISITION – conduct hearing and consider:**

- a) adoption of a Resolution approving the acquisition of right-of-way and easements for the Higley and Baseline Intersection Project, Project No. ST146; and
- b) authorizing a budget transfer of \$96,175 from Capital Improvement Projects Contingency and the use of wastewater fund reserves, and authorize the Mayor to execute the required documents.

Assistant Town Engineer Medina said the appraisals for this item are complete and available upon request. He advised that the numbers in the Council Communication reflect the appraisal amounts.

**35. FEES - conduct hearing and consider adoption of a Resolution establishing special event and block party permit fees and terms.**

Mayor Lewis led a discussion on the changes to the fee schedule. Councilmember Daniels said that if it is found that these fees are prohibitive, Council can change them later. She said there are costs to block parties but there are benefits to the Town as a whole, as well, associated with block parties. Councilmember Petersen said he did not see any cost recovery information in the Council packet. Parks and Recreation Director Dykstra said cost recovery information can be collected and provided to Council.

**38. AGREEMENT – consider waiving the bidding requirements and approve Agreement No. 2012-1308-0072 with Share My Stamp for utility billing advertising for the period of September 10, 2012 through January 31, 2013, and authorize the Mayor to execute the required documents.**

Mayor Lewis summarized the discussions at the level of the Council Subcommittee on Non-Profit Community Support. Councilmember Cooper said the policy is well drafted. He said his preference is to have a broader discussion on advertising in general. Mayor Lewis said Gilbert's policy is fashioned after Phoenix's policy. He said

there has been feedback from citizens in opposition to including inserts in utility billing statements. Mayor Lewis said he can understand citizens' concerns to not increase waste. He reminded the Council that advertisements can also be included in electronic bills which are similar to electronic mails. Councilmember Petersen said it would be helpful to discuss how the funds will be used. Councilmember Daniels said he agrees with giving preference to local Gilbert companies and said the program would bring value to citizens. She said Council can have a discussion about how the money is used within the next two months. Vice Mayor Sentz said he would support having the program be exclusive to companies that are registered with the Town. Councilmember Daniels suggested that the Council consider Policy No. 2012-06 before approving or disapproving Item No. 38.

40. **POLICY NO. 2012-06** - consider approval of Council Policy No. 2012-06 related to utility billing advertising.

There was general Council discussion on the restriction against allowing companies promoting alcohol or tobacco to advertise in the billing inserts. Councilmember Petersen stated that he would not be opposed to allowing a company such as Postino's Wine Bar to advertise.

2. Presentation on National Preparedness Month.

This item will be presented during the September 6, 2012 Council Meeting.

3. Discussion on the efficiency and effectiveness of Study Sessions and Council Meetings.

No discussion.

The meeting ended at 5:15 p.m.

**ATTEST:**

\_\_\_\_\_  
John W. Lewis, Mayor

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Catherine A. Templeton, CMC, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the special meeting of the Town Council of the Town of Gilbert held on the 4<sup>th</sup> day of September 2012. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_ day of \_\_\_\_\_.

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Catherine A. Templeton, CMC, Town Clerk

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